Applicants for grant assistance must provide responses to the categorical evaluation criteria AND the Administrative Priorities in their grant proposals. Both sets of evaluation criteria and the Historic Preservation Fund (HPF) grant program guidelines are given below for public review and comment. Please provide any comments to the DHPA Grants Staff by Monday, July 23, 2007. All public comments received will be presented at the meeting of the State Historic Preservation Review Board on July 25, 2007.

All public comments must be received in writing. Send comments by fax to 317-232-0693, by e-mail to skennedy@dnr.IN.gov, or by mail to DHPA Grants Staff, 402 W. Washington St., Room W274, Indianapolis, IN 46204.

FY2008 ARCHAEOLOGY PRIORITIES
(Proposed changes for 2008 are indicated in bold type)

The Archaeology Category has been divided into two subcategories. Proposals submitted for grant consideration must fall into either one (but not both) of these subcategories. Survey, testing, and historic context projects will receive the majority of the total funding available for archaeology. These proposals should address questions #1 through #9 in Subcategory I. Projects specifically devoted to promoting public awareness and education or the preparation of nominations to the National Register of Historic Places for archaeological sites will receive up to $30,000 of the total funding available for archaeology. These proposals should address questions #10 through #16 in Subcategory II. Proposals submitted under Subcategory I will not compete against proposals submitted under Subcategory II, as the total funding available for the Archaeological Category has been divided into the two set-aside amounts.

Applicants should note that while it is permissible to submit grant applications in both Subcategory I and Subcategory II, it is unlikely that both proposals would be funded. Therefore, if submitting one grant application in each subcategory, the proposed projects must be able to stand independently of each other in case one is funded and the other is not.

Instructions: Provide complete but concise answers for each of the priority statements below. Please be as specific as possible in your answers, and explain exactly how the proposed project will meet the priority issues. Most projects will adequately address one or more priorities, while only partially addressing others, and will be scored accordingly. No project will address every priority statement. When a proposed project does not address a specific priority, mark "NA" as the response.

FEDERAL REQUIREMENTS FOR ARCHAEOLOGY PROJECTS:

Eligible Activities:
- Reconnaissance Survey (Phase I-a: "archival research and a field visit to determine the identity and location of resources present in an area. Such surveys should be designed so that a determination can be made from the results as to when it is worthwhile to obtain the additional level of documentation (through an Intensive Level Survey) necessary for a National Register nomination").
- Intensive Survey (Phase I-b and Phase I-c: "the systematic, detailed field (and archival) inspection of an area designed to identify fully architectural, archaeological, and historic properties; and calculated to produce a level of documentation sufficient, without any further data, to evaluate National Register eligibility").
- Resurvey Activities ONLY to modify documented boundaries, identify resources not included in the property's previous eligibility determination, establish a property's relationship with other resources as part of historic context development, or upgrade existing inventory data.

- <u>Limited Testing</u> (Phase II) ONLY "to the extent needed to collect sufficient information to identify the resource and to assess National Register eligibility."
  NOTE: Research and Excavation beyond limited testing is eligible ONLY when it:
    a) directly addresses the Secretary of the Interior's Standards for Identification,
    b) directly contributes to increasing an understanding of a National Register property or its evaluation/documentation,
    c) directly contributes to the preservation of a National Register site.

Ineligible Activities:
- Any archaeological activities that do not meet the eligibility criteria described above;
- Curation of archaeological collections beyond the project end date;
- Exhibition of archaeological collections beyond the project end date;
- Mitigation activities (Phase III).

<u>ARCHAEOLOGY SUBCATEGORY I: Survey, Testing, and Historic Contexts</u>
(Max. funding request $50,000 per proposal)

Max.
Score: Priority will be given to:

24 pts   1. Projects that will involve **reconnaissance and/or intensive survey (Phase I)** of areas that will be impacted by imminent, specific, near-future development, redevelopment, or construction projects, or projects that will survey areas that have already been damaged by development, construction, erosion, flooding, or other forces. *Describe the specific development or construction projects and activities that are planned, or the types of damage that have already occurred, and explain the predicted or actual affect on the area and its resources.* **(Although this wording has been modified for the sake of clarity and consistency, the intent and meaning has not changed from the 2007 evaluation criteria.)**

20 pts   2. Projects that will **reconnaissance and/or intensive survey (Phase I)** areas with data deficiencies specifically targeted by the State (refer to the "Archaeological Goals and Objectives, Part I"). *Describe the area that will be surveyed, the data deficiencies, and the cultural manifestation(s) that will be investigated. Note: Survey areas located totally within any of the regions identified in "Part I: Topical / Geographical Target Areas" will receive up to 20 points; survey areas located partially within any of these high priority regions will receive a maximum of 10 points.* **(Although this wording has been modified for the sake of clarity and consistency, the intent and meaning has not changed from the 2007 evaluation criteria.)**

20 pts   3. Projects that will include historic contexts (study units) or activities that include **reconnaissance and/or intensive survey (Phase I)** (refer to the "Archaeological Goals and Objectives, Part II"). *Describe the project and how it will provide one or more of the listed historic contexts. Note: Historic context topics covered by "Part II-1: Higher Priority Topics" will receive up to 20 points, while topics only partially pertaining to those listed in Part II-1 will receive fewer than 20 points. Historic context topics covered by "Part II-2: Middle Priority Topics" will receive a maximum of 14 points, while topics only partially pertaining to those listed in Part II-2 will receive fewer than 14 points. Historic context topics covered by "Part II-3: Lower Priority Topics" will receive a maximum of 8 points, while topics only partially pertaining to those listed in Part II-3 will receive fewer than 8 points. An historic context study topic that overlaps any of these three areas may not result in a score higher than 20 points.* **(Although this wording has been modified for the sake of clarity and consistency, the intent and meaning has not changed from the 2007 evaluation criteria.)**

20 pts   4. Projects that will record resources and/or data that are threatened and potentially eligible for, or already listed in, the National Register of Historic Places. *Describe the threats to the resources,*

and how the resources and/or data will be recorded. State whether the resources are listed in the National Register, or describe how they may be eligible for the National Register.

12 pts   5.   Projects whose primary purpose is the limited testing **(Phase II)** and National Register nomination of one of the DHPA-identified "Special Topics." *Note that written landowner permission MUST be obtained and submitted as part of the grant proposal. A curatorial agreement MUST also be submitted as part of the grant proposal. Without guaranteed landowner permission and a curatorial agreement, the application will not be considered complete and the DHPA may not consider the proposal. Please be advised that if landowners request alternate artifact curation, the DHPA must be notified of the agreement and may require additional analyses during the grant project in coordination with the DHPA. Survey activity at a Special Topics Site is only eligible for 50/50 grant reimbursement. If the Special Topics Site is not currently listed in the National Register, the project MUST include nomination of the site.* **(The added wording is only for the sake of clarity; the intent and meaning has not changed from the 2007 evaluation criteria.)**

12 pts   6.   Projects that include a component to promote public awareness and knowledge of archaeology in Indiana through the creation or implementation of specific public education components. *These may include: public education materials such as pamphlets and brochures, videos and slide shows to be deposited at public institutions for public viewing and use, modules and materials for use by educators, a scheduled series of public presentations, projects specifically geared toward work with avocational groups and volunteers, and conferences and workshops. Describe the education component in detail, explain how it will promote public awareness and knowledge of archaeology in Indiana, and identify the target audience(s). Public education components that will coincide with Indiana Archaeology Month (September) and will be registered with the DHPA's Archaeology Outreach Coordinator will receive up to 12 points. Public education components that will not coincide with Indiana Archaeology Month will receive a maximum of 6 points.*

8 pts   7.   Projects that will study minority-related resources of the historic period (1816 to **1958**). *Describe the historic minority- or disadvantaged-related resources that will be included in the project and justify why they were chosen for inclusion.*

20 pts   8.   Projects that will make an original or unique problem-oriented contribution to the body of archaeological knowledge of Indiana. *Describe the problem(s), hypotheses, methodology, and/or theoretical orientation of the project, and explain how the project will contribute to archaeological knowledge in Indiana.*

20 pts   9.   Projects that will assist the DHPA in carrying out its responsibilities dealing with environmental review and compliance issues and other mandated duties. Examples of projects that meet this priority include large-scale surveys and, to a lesser extent, limited testing of Special Topics Sites. *This priority is for the DHPA to evaluate and does not require an answer.*

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156 Points Possible for Subcategory I

ARCHAEOLOGY SUBCATEGORY II: Public Education and National Register Nominations
(Max. funding request $10,000 per proposal)

Max.
Score: Priority will be given to:

20 pts   10.   Projects whose primary purpose is to nominate an Indiana archaeological site (or sites) to the National Register of Historic Places. *Describe in detail the archaeological site (or sites) to be nominated. Please note that formal written landowner permission MUST accompany the proposal – any proposals submitted without landowner permission will not be considered. Proposals to*

prepare one nomination will receive 10 points; proposals to prepare two nominations will receive 15 points, and proposals to prepare three or more nominations will receive 20 points. Sites on the Special Topics List that are not already listed in the National Register may receive extra consideration under this criterion.

12 pts   11. Projects that propose to nominate sites that will make an original or unique contribution to the National Register. *Describe how the nomination(s) will constitute a valuable addition to the less than fifty Indiana archaeological sites currently listed in the National Register.*

12 pts   12. Nomination projects that will involve an endangered resource type and/or a resource type that has not previously been nominated to the National Register. *Describe the resource(s) to be nominated, as well as any imminent threats to the resource(s).*

20 pts   13. Projects whose primary purpose is to promote public awareness and education regarding archaeology in Indiana through the creation or implementation of specific public education components. *These may include: public education materials such as pamphlets and brochures, videos and slide shows to be deposited at public institutions for public viewing and use, modules and materials for use by educators, a scheduled series of public presentations, projects specifically geared toward work with avocational groups and volunteers, and conferences and workshops. (Note that the development of permanent exhibits is not allowed under federal program guidelines.) Describe the educational component in detail, explain how it will promote public awareness and knowledge of archaeology in Indiana, identify the target audience(s), and estimate the number of individuals expected to participate.*

10 pts   14. Education projects that will have local community involvement or support. *Describe how the project will involve local community interest groups. These may include, but are not limited to, local county historical societies, Native American organizations, avocational archaeology groups, convention or visitor bureaus, civic associations, and teacher organizations.*

10 pts   15. Education projects whose products will be able to be used or reused in future years, as opposed to one-time use. *Describe how the products created under this project will be able to be utilized after the project is completed, provide an estimate of the useful life of these products, and describe any anticipated periodic maintenance, revision, reprinting, etc.*

6 pts   16. Projects that include public education components that will coincide with Indiana Archaeology Month (September). *Such components will receive up to 6 points. If funded, the public education components must be registered with the DHPA's Archaeology Outreach Coordinator. Public education components that will not coincide with Indiana Archaeology Month will not receive these points.*

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90 Points Possible for Subcategory II

ARCHAEOLOGICAL GOALS AND OBJECTIVES

The items listed below reflect Indiana's topical/geographical and historic context needs as identified by the Division of Historic Preservation and Archaeology.

All Archaeology Subcategory I projects should seek to broaden the state's historic and prehistoric archaeological database and answer questions critical to understanding of past human behavior and life ways. Consequently, the HPF Archaeology Category is keyed directly to prioritized topical / geographical target areas and the development of specific historic contexts that are critically important to address with this round of funding. Archaeology Subcategory II projects will be evaluated based on the number and quality of the proposed National Register nominations that will be produced or the quality or scope of the proposed educational project.

The Topical / Geographical Target Areas, noted below in Part I, indicate those areas within the state for which we (a) have less in the way of either an historic or prehistoric database, and (b) are subject to some form of land-use impact (natural and/or mineral resource extraction, metropolitan and/or industrial development, natural impacts, and detrimental agricultural impacts) that may affect the known cultural resource database and/or remove those resources that are yet to be discovered.

The prioritized Historic Contexts, noted below in Part II, reflect deficiencies in the state's database that may affect the state's performance in preservation planning, development of the state archaeological inventory, archaeological property evaluations, and the review of state and federal projects. Projects that seek to develop formal historic contexts (study units) will help guide the state plan in setting future priorities for archaeological survey and evaluations. Therefore, such projects are important to the continued development of Indiana's historic preservation and archaeology program.

PART I: Topical / Geographical Target Areas

All of the geographic areas noted below require reconnaissance level surveys to locate, identify, and evaluate sites related to the entire prehistoric cultural sequence and that of the subsequent Euro-American occupations.

Priority Areas:

a. Areas along major water courses that have not been previously surveyed, have a high probability for site locations, and are threatened by development, mining or other mineral extraction, flooding, and erosion.

b. Unsurveyed areas with a high probability for locating archaeological sites in the following counties: Floyd, Scott, Jasper, Benton, Fulton, Pulaski, Newton, Blackford, Starke, Montgomery, Fountain, and Ripley.

c. Areas along major transportation corridors, such as Interstate Highways, with the potential for significant development.

d. Unsurveyed areas in the following rapidly developing counties: Clark, Dearborn, Elkhart, Hamilton, Hancock, Hendricks, Johnson, Marion, Monroe, Porter, Vanderburgh, and Vigo.

e. Special Topics Section: mound surveys in counties not already inventoried, sand ridges in Northern Indiana, glacial lakes in Northern Indiana, and uninvestigated rockshelter resources. High priority consideration will also be accorded for the evaluation of specific threatened sites targeted by the DHPA (refer to the attached list of sites entitled "Special Topic Sites").

PART II: Historic Contexts

1. Higher Priority Topics:

a. Vincennes Culture, Western Basin Tradition in northeastern Indiana, Huber-Fisher-Langford Tradition in northwestern Indiana, Fort Ancient in southeastern Indiana (particularly early Fort Ancient).

b. Allison-LaMotte culture, Newtown, Intrusive Mound, Walkerton, Early Woodland (non-Adena).

c. Pioneer period and early settlement in Indiana, historic farmsteads and homesteads, early Euro-American settlements and towns, transportation related sites, industrial and urban sites, schools, military-related resources.

2. Middle Priority Topics:

a. Goodall, Adena-Hopewell habitation

b. Mann, Crab Orchard

c. Bluegrass-French Lick

d. Early Archaic, Middle Archaic

e. Historic Indians

3. Lower Priority Topics:

a. Middle Mississippian

b. Late Archaic, Terminal Archaic

c. Marine cultural resources

d. Oliver

e. Albee

f. Paleoindian

g. All other cultural traditions

SPECIAL TOPICS SITES
for Subcategory I projects:

Please note: Survey activity at a Special Topics Site is only eligible for the 50/50 grant reimbursement funding ratio. Also, if the Special Topics Site is not currently listed in the National Register, the project MUST include preparation of a nomination for the site.

Swan's Landing Site (12Hr304), Harrison County
Camp, lithic manufacturing site
*National Register listed site

Breeden Site (12Hr11), Harrison County
Shell midden
***National Register nomination pending**

12Hr12 Site, Harrison County
Shell midden

Kramer Site (12-Al-15), Allen County
Village, circular enclosure

Mann Site (12Po2), Posey County
Village, earthworks complex
*National Register listed site

Bertsch Site (12Wy45/46), Wayne County
Mound, earthwork

Graves Enclosure Site (12Wy39), Wayne County
Mound, earthwork

Little Pigeon Creek Site (12W340), Warrick County
Village

All Seasons Site (12Mi225), Miami County
Habitation Site

Cedar Bluff Rockshelter Site (12Mn72), Martin County
Rockshelter

Reid Site (12Fl1), Floyd County
Shell mound/midden

Cummings Mound Site (12D514), Dearborn County
Mound

Site 12D486, Dearborn County
Habitation site

Yankeetown Site (12W1), Warrick County
Village
*National Register listed site

Site 12Sp7, Spencer County
Multi-component habitation site

FY2008 ADMINISTRATIVE PRIORITIES
(There are no proposed changes for 2008)

Instructions: Provide complete but concise answers for each of the priority statements below. Please be as specific as possible in your answers, and explain exactly how the proposed project will meet the priority issues. Most projects will adequately address several priorities, while only partially addressing others, and will be scored accordingly. No project will address every priority statement. When a proposed project does not address a specific priority, mark "NA" as the response.

Max.
Score: Priority will be given to:

16 pts   1.   Projects that have clear and measurable goals and will result in the creation of valuable products for the State. *Note that the scope of work must be realistic and commensurate with the amount of grant funding requested. Carefully describe the project methodology—how is the project going to be accomplished and what is the project going to produce? List the products or work items individually and specifically and include quantities if applicable (for example: Walking Tour Brochure, 500 copies). Please do not simply repeat the project description.*

16 pts   2.   Projects whose sponsors have an individual capable of grant administration to act as Project Coordinator. *Provide the name of this person, list their qualifications and grant-administration experience (if any), and submit their resume with the project proposal. Note that the past performance of Project Coordinators on DHPA-funded grant projects is documented and will be considered.*

16 pts   3.   Projects whose sponsors have an individual capable to act as Principal Investigator. *In some cases, the P.I. will be a member of the project sponsor organization and can be named in the application. In other instances, a P.I. will not have been identified at the time of application, but will be hired in the course of the grant. In this case, "To Be Determined" is a sufficient response and applicants will receive half credit for this criterion. Please note that any P.I. receiving payment for services as part of the grant budget MUST be hired according to federal and state procurement standards and contracts should NOT be arranged prior to the grant start-up. If a P.I. is donating services, or is being paid off-budget from the grant, please provide the name of this person, list their qualifications (they must meet applicable 36 CFR 61 qualifications) and any previous experience on grant projects, and submit their resume with the project proposal. Note that the past performance of Principal Investigators on DHPA-funded grant projects is documented and will be considered.*

16 pts   4.   Projects that have realistic timetables. *Include a detailed timetable that shows the approximate amount of time (days, weeks, or months) that will be devoted to each of the various phases, tasks, or components of the project. Providing only the begin and end dates for the project does NOT constitute an acceptable timetable.*

16 pts   5.   Projects that have realistic and reasonable budgets. *Include a detailed budget breakdown, indicate exactly how the various budget figures (line items) were computed, and include copies of any estimates received. Provide a justification for any items that are unusually expensive or inexpensive (such as discounted or donated goods or services). Upon review of the proposal, the DHPA reserves the right to adjust the scope of work or the grant request in cases where the project budget is out of line with the products to be created.*

12 pts   6.   Projects whose sponsors have not received funding through the DHPA's grants program within the last three fiscal years. *Indicate whether or not the project sponsor has ever received funding in the past from the DHPA, and list the years in which any grant assistance was received. Note that past performance of sponsoring organizations on DHPA-funded grant projects is documented and will be considered.*

12 pts   7.   Projects that will be undertaken by a governmental agency that has been designated by the National Park Service as a Certified Local Government (CLG) for the purpose of carrying out historic preservation activities. *Currently there are seventeen CLGs in Indiana: Bloomington, Crown Point, Elkhart, Evansville, Fort Wayne, Huntington, Lafayette, LaPorte, Logansport, Mishawaka, Monroe County, Muncie, Nappanee, New Albany, Richmond, South Bend, and St. Joseph County. Indicate whether or not the project sponsor is a Certified Local Government. Projects that are "co-sponsored" by a CLG and another entity will only receive 6 points.*

10 pts   8.   Projects whose sponsors can show evidence of broad-based community support by submitting letters endorsing the proposed project. *These letters of support must be original, project-specific, and current, and should not be from any person or organization directly associated with the applicant. Support letters should be sought from historical societies, neighborhood organizations, elected officials, local businesses, and/or any other groups or individuals that might have an interest in the project. Submit these letters along with the project application, or have the authors forward them directly to the DHPA no later than the grant application deadline. The number of points awarded for this item depends on the number and variety of support letters submitted. Note that form letters and signed petitions are NOT counted. Applicants should limit their support letters to no more than 20.*

8 pts   9.   Projects whose sponsors have 100% of the matching share on-hand and documented. *In addition to the signed Matching Share Form, provide copies of bank statements, university research program budgets, local government departmental budgets, or other documentation to demonstrate that all of the matching share funds are available. Applicants that claim to have 100% of the matching share but do not document it will NOT receive full credit. Applicants that can document only 75% to 99% of the matching share will NOT receive full credit. Applicants that have less than 75% of the required matching share, documented or not, will not receive any points.*

8 pts   10.   Projects whose sponsors will use a matching share consisting of any combination of cash and in-kind services, with volunteer services not to exceed 10% of the total amount of the matching share. *Describe the match to be used and provide a breakdown if two or more match types are to be included. Maximum points will be given for a match consisting totally of cash or in-kind contributions, or a combination match that includes no more than 10% volunteer services. Project matching shares that include 11% to 25% volunteer services will receive only partial credit. Any pledges of volunteer labor or in-kind donations of goods or services MUST be documented in writing by the donors and be included with the Matching Share Form.*

6 pts   11.   Projects whose sponsors are minority or disadvantaged organizations. *Explain how the project sponsor (the applicant organization) qualifies as a minority or disadvantaged organization or directly serves a minority or disadvantaged group (ethnic background, language, culture, religion, socio-economic conditions, gender).*

6 pts   12.   Projects whose sponsors have submitted a complete application. *The application must contain all of the completed forms and required information, and must be received by the DHPA prior to the published grant deadline. Applicants are strongly encouraged to submit their applications early so that the DHPA Staff can verify that they are complete. Applications missing any parts after the application deadline will not receive these points, and may receive reduced scores for other priorities.*

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142 Points Possible

FY2008 HPF GRANT PROGRAM GUIDELINES
(Proposed changes for 2008 are indicated in bold type)

The Historic Preservation Fund (HPF) is a program of the U.S. Department of the Interior, National Park Service that is administered in Indiana by the Department of Natural Resources, Division of Historic Preservation and Archaeology. The following items are the federal program guidelines and requirements and state procedures and policies used to administer this program. These guidelines are intended to foster the careful and responsible use of the limited grant funds available for cultural resource management to provide the greatest public benefit to the current and future citizens of Indiana. Grant applications are reviewed by professional staff, measured and scored against publicly approved evaluation criteria, selected for funding on a competitive basis, and approved for funding by the State Historic Preservation Review Board.

Eligibility Requirements
Eligible applicants include municipal government entities, educational institutions, and not-for-profit organizations with 501(c)(3) tax-exempt status. Private individuals and for-profit entities are not eligible to receive funds.

Properties that will be the subject of feasibility studies or plans and specifications for future rehabilitation activities must be listed in the National Register of Historic Places.

Properties that will be rehabilitated with federal funds must be listed in the National Register of Historic Places, should be open and available to the public on a regular basis (unless closed for public safety reasons), and must be non-income-producing. However, properties that meet these criteria but are owned by active religious organizations are not eligible to receive funding for rehabilitation activities due to separation of church and state regulations that govern this federal program.

Reimbursement
Grant funds are paid out on a reimbursement basis after submission of proper documentation that project costs were incurred and paid by the grant recipient.

Standard Funding Ratios
It is imperative to foster continued data collection about the location and significance of both above-ground and below-ground historic and cultural resources in order to support state and federally mandated review and compliance activities. To this end, all survey activities will be funded on a 70/30 basis (70% federal share / 30% local share). All other projects will be funded on a 50/50 basis (50% federal share / 50% local share).

Source of Matching Funds
Local matching funds to the grant must be non-federal in origin. Federal pass-through grants, such as Transportation Enhancements (TE) and Community Development Block Grants (CDBG), cannot be used as matching funds to HPF grants. Acceptable forms of match include cash from state, local, and private sources, as well as the fair market value of donated goods and professional services, and volunteer labor valued at minimum wage plus one dollar ($6.15/hour).

Standard Award Limits
The minimum grant award for any project category is $2,000.
The maximum grant award for the Architectural and Historical Category is **$35,000 (increased from $30,000)**.
The maximum grant award for the Archaeological Category, Subcategory I is $50,000.
The maximum grant award for the Archaeological Category, Subcategory II is $10,000.
The maximum grant award for the Acquisition and Development Category is $50,000.

Funding requests must fall within these parameters. If the project runs over budget, so that the actual project costs exceed the amount of the grant plus the required local match, the local grant project sponsor must bear the additional costs.

Categorical Funding Ratios
Once Indiana's HPF allocation is determined each year, staff will target approximately 75% to 80% of this amount for distribution as grants. Of the remaining funds, approximately 10% of the total HPF allocation will be reserved for cooperative agreement projects. Therefore, approximately 85% to 90% of HPF funds will be redistributed to assist local projects each year. The remaining funds will be used to support the production of publications and public education materials, several office intern positions, and certain State Historic Preservation Office operation needs.

The amount of funding that is set aside for HPF grants will be divided among the three project categories according to pre-determined funding ratios from the following sliding scale. Based on the demonstrated demand for funds in the three project categories over the last ten years, the following sliding scale represents what staff believes is the most fair distribution of funds in light of funding demand trends, the volatility of recent Congressional appropriations for the HPF program, and the uncertainty of future HPF funding levels. The sliding scale also provides for pre-approved and instantaneous direction for the categorical allocation of funds in the event that Congress does not pass the Department of the Interior spending bill (which includes HPF appropriations) until after the Review Board considers grant funding recommendations at its January meeting. (This situation occurred in FY2003, but the existence of the sliding scale prevented delays in project initiation.)

At the top of each "column" is a range for the amount of grant funds available and a set of allocation percentages for the three project categories. For example, if funding for the HPF grants program is set at $625,000, which falls within the range covered by Column 4, then the Architectural & Historical category would receive $125,000 (20% of $625,000). The dollar figures within each column represent the high and low ends of the range for categorical funding amounts based on the allocation percentages. These funding allocations balance the need to accommodate vitally important survey programs for historic structures and archaeological sites while responding to the public's increasing demand for bricks-and-mortar funding. Note that in 2003 through 2006, the amount set aside for grants fell within the range covered by Column 3.

Money Available for Grants	:	Column 1	:	Column 2	:	Column 3	:
If funding is at least:	:	$300,000	:	$400,000	:	$500,000	:
But less than:	:	$400,000	:	$500,000	:	$600,000	:
Architectural & Historical	:	35%	:	27%	:	22%	:
minimum allocation	:	$105,000	:	$108,000	:	$110,000	:
maximum allocation	:	$140,000	:	$135,000	:	$132,000	:
Archaeological	:	30%	:	28%	:	25%	:
minimum allocation	:	$ 90,000	:	$112,000	:	$125,000	:
maximum allocation	:	$120,000	:	$140,000	:	$150,000	:
Acquisition & Development	:	35%	:	45%	:	53%	:
minimum allocation	:	$105,000	:	$180,000	:	$265,000	:
maximum allocation	:	$140,000	:	$225,000	:	$318,000	:

Money Available for Grants	:	Column 4	:	Column 5	:	Column 6	:
If funding is at least:	:	$600,000	:	$700,000	:	$800,000	:
But less than:	:	$700,000	:	$800,000	:	$900,000	:
Architectural & Historical	:	20%	:	19%	:	18%	:
minimum allocation	:	$120,000	:	$133,000	:	$144,000	:
maximum allocation	:	$140,000	:	$152,000	:	$162,000	:
Archaeological	:	24%	:	23%	:	22%	:
minimum allocation	:	$144,000	:	$161,000	:	$176,000	:
maximum allocation	:	$168,000	:	$184,000	:	$198,000	:
Acquisition & Development	:	56%	:	58%	:	60%	:
minimum allocation	:	$336,000	:	$406,000	:	$480,000	:
maximum allocation	:	$392,000	:	$464,000	:	$540,000	:

Note: If the amount of funding available for the HPF grant program ever exceeds $900,000, staff recommends maintaining the funding allocation percentages shown in Column 6.

Staff will revisit the sliding scale percentages every second year (for the program cycles in even-numbered years) and compare them against statistical data for the previous three-year period, including the average demand for grant funds in each category. This method should control for sudden spikes or drops in both the demand for and availability of grant funds and still respond to changes in the categorical demand for grant funding.

Grant Selection Procedures
DHPA Staff and the State Historic Preservation Review Board will follow these procedures to select grant projects for funding.

I. DHPA Staff develops grant evaluation criteria and grant program guidelines.
   A. DHPA Staff revisits the grant evaluation criteria and grant program guidelines from the previous year, considers changes, and drafts revisions to the evaluation criteria and guidelines for the next funding round to keep the program responsive to identified preservation needs in the state.
   B. DHPA Grants Staff posts the draft grant evaluation criteria and grant program guidelines on the division's website a minimum of sixty (60) days prior to the cut-off point of the public comment period.
   C. DHPA Grants Staff notifies the public of the availability of the draft grant evaluation criteria and grant program guidelines a minimum of sixty (60) days prior to the cut-off point of the public comment period.
   D. DHPA Grants Staff collects written comments on the draft criteria and guidelines up to the cut-off point of the public comment period.
   E. DHPA Grants Staff provides recommendations to the State Historic Preservation Review Board, indicating:
       1. Revisions to the grant program guidelines;
       2. Revisions to the sliding scale funding guidelines for the three project categories;
       3. Revisions to the grant evaluation criteria (Administrative, Architectural and Historical, Archaeological, and Acquisition and Development), including the point value of each criterion and the minimum Administrative score required to qualify for grant funding.
   F. DHPA Grants Staff presents all public comments received on the draft criteria and guidelines to the State Historic Preservation Review Board at its summer meeting.
   G. The State Historic Preservation Review Board reviews Staff's recommendations, considers public comments received, makes any appropriate changes, and formally approves the criteria and guidelines for the next funding cycle.

II. DHPA Grants Staff solicits and accepts grant proposals.

A. DHPA Grants Staff prepares grant application materials that include the evaluation criteria and program guidelines approved by the State Historic Preservation Review Board and sets the date of the grant application deadline.

B. DHPA Grants Staff posts the application materials on the division's website a minimum of sixty days (60) prior to the grant application deadline.

C. DHPA Grants Staff advertises the availability of grant application materials a minimum of sixty (60) days prior to the grant application deadline.

D. DHPA Grants Staff receives and records grant proposals up to the application deadline; late proposals are not accepted.

III. DHPA Staff evaluates, scores, and ranks grant proposals.

A. DHPA Grants Staff conducts technical reviews of grant proposals to determine that each is complete; additional information or forms are requested from the proposal authors, if necessary.

B. DHPA Grants Staff establishes a five-member review committee for each project category.

1. Each committee includes two Grants Staff members who meet 36 CFR 61 qualifications.

2. Each committee includes three Program Area Staff members who meet 36 CFR 61 qualifications in disciplines relevant to the work items allowed in the project category.

C. Review committee members read and score grant proposals independently, then meet as a group to discuss each project and the corresponding scores.

D. The Grants Staff prepares the ranked list based on the committee members' scores.

1. All five scores for each criterion are recorded.

2. The highest of the five scores for each criterion is eliminated.

3. The lowest of the five scores for each criterion is eliminated.

4. The remaining three scores for each criterion are averaged to one decimal place.

5. The sums of the averaged scores for the Administrative and categorical evaluation criteria are computed; projects that meet or exceed the minimum Administrative score will be recommended for funding; projects that do not meet the minimum Administrative score will not be recommended for funding. (See "Minimum Administrative Score" below.)

6. The Administrative and categorical evaluation criteria scores are added together to compute the total project score; the ranked list for each project category is prepared by arranging proposals from highest to lowest total project scores; any proposals not recommended for funding are automatically placed at the bottom of the list, regardless of their score.

IV. DHPA Grants Staff prepares funding recommendations for the State Historic Preservation Review Board.

A. DHPA Grants Staff prepares an information packet for the State Historic Preservation Review Board that summarizes the details of the HPF Program grant round, including:

1. The overall demand for funds, a breakdown of the demand for funds by project category, and other pertinent statistical information.

2. The amount targeted for distribution as subgrants, if known at that time.

3. The amount proposed for distribution as subgrants to Certified Local Governments, if known at that time.

4. The ranked list for each project category.

5. A summary of each grant proposal that lists the name of the project, the name of the applicant, the total project score, the federal and non-federal shares of the project budget, the amount of grant funding recommended, a brief description of the project, and any pertinent staff comments.

B. DHPA Grants Staff forwards the funding recommendations packet to the members of the State Historic Preservation Review Board at least ten (10) days prior to its winter meeting.

C. Members of the State Historic Preservation Review Board review the funding recommendations packet prior to the meeting.

V. State Historic Preservation Review Board formally approves grant funding awards.

A. DHPA Grants Staff presents the staff's comments at the meeting of the State Historic Preservation Review Board and asks the Board to approve the funding recommendations for Certified Local Governments, the Architectural and Historical Category, the Archaeology Category, and the Acquisition and Development Category.

B. Members of the Review Board direct questions about specific proposals, project categories, and the overall program to the DHPA Grants Staff.
C. Members of the Review Board recuse themselves from voting on any category if they have a conflict of interest (or the appearance of conflict of interest).
D. The State Historic Preservation Review Board votes to approve funding for the project categories; in the event that the amount of Indiana's HPF allocation is unknown prior to the meeting, the Review Board votes to approve the ranked lists of projects in each category so that grant awards can be made once the categorical funding levels are determined.
   1. The Review Board votes to approve grant proposals from Certified Local Governments to insure that Indiana meets its required minimum 10% pass-through to CLGs.
   2. The Review Board votes to approve grant proposals as ranked in the Architectural and Historical Category, including transferring any remaining funds to the other categories, if necessary.
   3. The Review Board votes to approve grant proposals as ranked in the Archaeological Category, including transferring any remaining funds to the other categories, if necessary.
   4. The Review Board votes to approve grant proposals as ranked in the Acquisition and Development Category, including transferring any remaining funds to the other categories, if necessary.

Minimum Administrative Score

Regardless of project category, each grant application must include responses to the Administrative Priorities. This set of evaluation criteria examines the past performance of project staff, the budget and timetable for the proposed project, the type and availability of matching funds committed to the project, and other basic factors that pertain to all projects. The Administrative Priorities are intended to insure that proposals are properly formulated, include reasonable and realistic budgets and timetables, include the necessary documentation to prove project readiness, and have key personnel with past track records of satisfactory performance. A low score on the Administrative Priorities reduces a project's overall chances of being funded; however, there is a minimum threshold that proposals must meet to be recommended for funding.

The Administrative Priorities have a total of 142 points, but 12 of these are reserved only for grant proposals from Certified Local Government communities. Therefore, there are 130 administrative points potentially available to ALL grant proposals. Based on the evaluation criteria, DHPA Staff have determined that proposals must score a minimum of **65.0 (increased from 62.0)** points in order to demonstrate an adequate level of project readiness and a reasonable likelihood of a timely and successful completion of the project. Any proposals that do not score at least **65.0** points on the Administrative Priorities will not be recommended to the State Historic Preservation Review Board for funding consideration.

Reallocation of Funds

In rare cases, grant projects fail to achieve their objectives, either in whole or in part. When a grant funding offer is declined or a grant agreement is terminated at the beginning of the project cycle, there is often enough time to initiate and complete a new project using the remaining grant funds. However, when a project cancellation or a major reduction in the scope of work occurs in the middle or at the end of the grant cycle, it is not possible to initiate and complete a new project due to the relatively short duration of the federal grant cycle and the "use-it-or-lose-it" policy that governs this federal program. In this case, remaining grant funds must be reallocated to existing grant projects and/or DHPA operating expenses and office needs.

When enough time permits, the DHPA Grants Staff may use the funds remaining from a cancelled project to make a grant award to the top-ranked unfunded project in the same category, as long as that project was recommended for funding. However, if the amount of funding available is not enough to constitute a meaningful grant award to that project, the DHPA Grants Staff may consider funding the top-ranked unfunded project in another category where there may be a better match between the amount of funds available and the amount of funds requested. If it is not convenient to make a funding award to a top-ranked unfunded project, the remaining funds can be used to assist other activities through cooperative agreements.

At the end of the grant cycle, unused funds are normally reallocated to projects that have gone over budget and have documented "local overmatch" of the federal grant funds. Any additional grant payments are still subject to the

same local match ratio requirements, but the additional payments may exceed the maximum categorical grant award limits if it is necessary to do so in order to use all of the remaining funds. First priority for reallocation of funds will be given to projects that request such assistance in writing during the active period of the project. After formal written requests for additional funding assistance have been honored, preference will be given to not-for-profit organizations ahead of municipal governments and educational institutions.

Certified Local Governments
The National Park Service requires that a minimum of 10% of each state's annual HPF allocation be distributed to municipalities that have been federally designated as Certified Local Governments. Indiana currently has seventeen (17) CLG communities: Bloomington, Crown Point, Elkhart, Evansville, Fort Wayne, Huntington, Lafayette, LaPorte, Logansport, Mishawaka, Monroe County, Muncie, Nappanee, New Albany, Richmond, South Bend, and St. Joseph County. CLGs compete for grant funds with all other applicants, but they are given a competitive advantage in the evaluation criteria. If the state does not meet its minimum 10% pass-through quota to CLG communities, the remaining portion of that amount is retained by the National Park Service and is no longer available to the state. Therefore, it is imperative to fund enough CLG projects to meet the minimum 10% pass-through quota each year.

If the 10% CLG quota is not met through the grant round because not enough CLG grant proposals are submitted and/or funded, the DHPA will investigate options to fund one or more cooperative agreements to CLGs in order to meet and exceed the minimum requirement. However, if CLG grant projects are cancelled in the middle or at the end of the grant cycle, it will not be possible to initiate and complete new CLG projects. In such cases, the DHPA Grants Staff will reallocate uncommitted CLG funds to existing CLG grant projects. This will be achieved by increasing the federal funding ratio evenly among all CLG projects until the minimum quota is met. For example, the federal funding ratio for all CLG projects might be raised from 50% to 58%, if such an increase would bring the state's CLG commitments above the minimum quota level. This will prevent the state from losing any of its annual federal funding.